23. Process Improvement—Process Improvement Network (PIN)

23.1 Summary

The Defense Contracting Management Command (DCMC) provides contract administration services throughout the world. The two (2) Process Improvement Network (PIN) screens are for information such as type, description and comments (wisdom and advice) regarding process improvement projects.

When the Process Improvement Network screen 1 opens, you can either select Open or New as explained in Section 6. The procedures for using these options in the Process Improvement Network function are discussed below.

Open

If you want to find an existing record to view or edit, select Open by clicking on Open in the drop-down list of File options or on the Open icon. When you do this, the Search window shown in Figure 23.1 pops up on your monitor. The cursor is in the Record Number data box for you to type in the number you want to find. After you type in the number, click on **Search**.
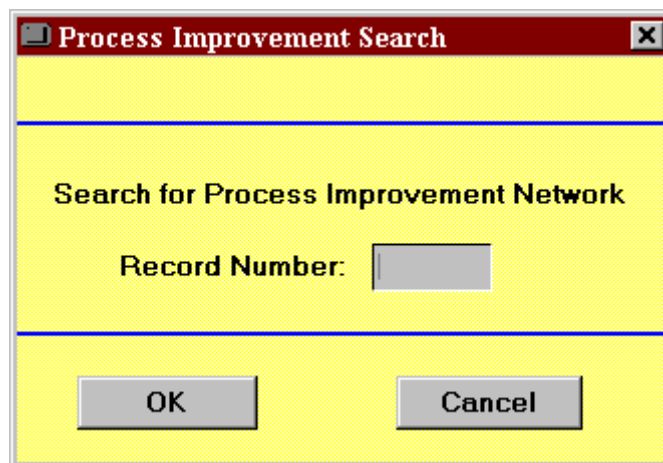
Figure 23.1 Process Improvement Network Search Pop-Up Window

When you click **Search**, the application searches for the record corresponding to the number you entered. One of two things will happen as a result of the search: a matching record will be found or no matching record will be found. If a matching record is found, the information is displayed on your screen.

If a matching record is not found, a message window will pop up on your monitor to inform you that "No data met your search criteria." Click on **OK** to make this window disappear.

Figure 23.2 No Data...Pop-Up Message

New

If you want to add a new record, select New by clicking on New in the drop-down list of File options or on the New icon. When you do this, the screen is readied for you to select the Type of Record.

23.2 Process Improvement Network Screen 1

The twelve (12) data elements on screen 1 (Figure 23.3) are for the type of process improvement project, project information and the expected completion date for the improvement process.

Figure 23.3 Process Improvement Network Screen 1
Note: Numbers in data boxes indicate corresponding section numbers.

23.2.1 Fields for Process Improvement Network Screen 1

23.2.1.1 Record No.

This protected data box is for the unique sequential identifier (4 digits) that the system generates and displays.

23.2.1.2 Date Last Changed

This is for the date on which the record was last changed, which the system displays as the current date. It is a protected data element. *Note: This date changes whenever the record is saved. It does not change if the record is opened for review, but not re-saved.*

23.2.1.3 Type of Record

Indicate the type of information being entered for this record by selecting the circle in front of one of the following: Process Improvement New Initiative, Benchmarking Project, Wisdom and Advice, Innovative Practice Nomination, or Advice for Customers. If you select Advice for Customers, two additional types of advice appear as a drop-down list: (Advise): Innovative Practice and (Advise): Wisdom and Advice.) You must select the appropriate type of advice for the customer. This is a required data element.

23.2.1.4 PLFA

This is automatically populated with the district code (up to 2 alpha characters) based on the name entered during the Log-in procedure.

23.2.1.5 SLFA

This is automatically populated with the Contract Administration Office (CAO) code (2 letters) based on the name entered during the Log-in procedure. It may be changed to another valid SLFA code if necessary.

23.2.1.6 Tertiary Code

Select the Defense Contract Management Office (DCMO) identifier (or "None") from this drop-down list. *Note: See Section 25 for instructions on adding Tertiary Codes to this list.*

23.2.1.7 Organization

This is protected and automatically populated based on the Contract Administration Office (CAO) shown in SLFA (23.2.1.5).

23.2.1.8 PLAS

Select the code and name from this drop down list which identifies the *DCMC One Book* chapter associated with a Defense Contract Management Command (DCMC) or contractor process. This is a required data element for all Types of Records (23.2.1.3) except Advice for Customers.

23.2.1.9 Process

Enter the subject or process which has been targeted by the team for improvement. This required data element box can hold up to 50 alphanumeric characters.

23.2.1.10 Est. Completion Date

Enter the date on which you anticipate that the improvement process will be concluded. This is a required data element. This date must be the same as or later than the Current Date (Est. Completion Date $\geq$ System Date).

23.2.1.11 Project Description/Statement of Objective

Enter a brief, concise description (up to 250 alphanumeric characters) of the subject or process that is targeted for improvement. This is a required data element. *Note: The system will not automatically alert you when you exceed 250 characters. If you exceed 250*

characters, a pop-up message will inform you that you can only have 250 characters to save the record successfully Delete excess verbiage.

23.3 Process Improvement Network Screen 2

Screen 2 (Figure 23.4) has six (6) data elements for information pertaining to the Point of Contact (POC), whether or not an innovative practice was approved, and comments regarding wisdom and advice.

Figure 23.4 Process Improvement Network Screen 2
Note: Numbers in data boxes indicate corresponding section numbers.

23.3.1 Fields for Process Improvement Network Screen 2

23.3.1.1 POC/Process Specialist

Enter the name (up to 30 alphanumeric characters) of the point of contact (POC) or process specialist for the subject or process targeted for improvement. This is a required data element for all types or records except Process Improvement New Initiative (23.2.1.3).

23.3.1.2 Innovative Practice Approved

This is to indicate whether or not an Innovative Practice Nomination has been accepted. It is automatically set to No and can only be changed to Yes by **headquarters**.

23.3.1.3 POC Commercial Phone

Enter the commercial telephone number (10-26 digits) of the for the point of contact (POC) or process specialist. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, the number appears exactly as you type it. This is a required element.

23.3.1.4 POC DSN Phone

Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the point of contact (POC) or process specialist. If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

23.3.1.5 POC E-mail

Enter the Internet E-mail address (up to 60 alphanumeric characters) for the point of contact (POC) or process specialist.

23.3.1.6 Wisdom and Advice

Enter any information (up to 2,000 alphanumeric characters) found beneficial while conducting the subject or process improvement process. You may type this information in Word, copy it, and then paste it in this scrolling text box. See Appendix B for more information on using Word to cut and paste. This is a required data element for all types of records except Process Improvement New Initiative (23.2.1.3).